CORPORATE SERVICES DEPARTMENT
Caroline Holland - Director

Democratic Services
London Borough of Merton
Merton Civic Centre
Morden, Surrey SM4 5DX

Direct Line: **020 8545 3616**
Email:
democratic.services@merton.gov.uk

Date: **24 July 2014**

Dear Councillor

Notification of a Decision taken by the Chief Executive

The attached decision was the decision taken by the **Chief Executive with regard to Direct Procurement of Solar PV through Pro5 Framework Contract 250** and will be implemented at noon on Tuesday 29 July unless a call-in request is received.

The call-in form is attached for your use if needed and refers to the relevant sections of the constitution.

Yours sincerely

Democracy Services

Merton Council - call-in request form

1. Decision to be called in: (required)

2. Which of the principles of decision making in Article 13 of the constitution has not been applied? (required)

Required by part 4E Section 16(c)(a)(ii)of the constitution - tick all that apply:

(a) proportionality (i.e. the action must be proportionate to the desired outcome);	
(b) due consultation and the taking of professional advice from officers;	
(c) respect for human rights and equalities;	
(d) a presumption in favour of openness;	
(e) clarity of aims and desired outcomes;	
(f) consideration and evaluation of alternatives;	
(g) irrelevant matters must be ignored.	

3. Desired outcome

Part 4E Section 16(f) of the constitution- select one:

(a) The Panel/Commission to refer the decision back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns.	
(b) To refer the matter to full Council where the Commission/Panel determines that the decision is contrary to the Policy and/or Budget Framework	
(c) The Panel/Commission to decide not to refer the matter back to the decision making person or body *****	
***** If you select (c) please explain the purpose of calling in the decision.	

4. Evidence which demonstrates the alleged breach(es) indicated in 2 above (required)

Required by part 4E Section 16(c)(a)(ii) of the constitution:

5. Documents requested

6. Witnesses requested

7. Signed (not required if sent by email): ……..

8. Notes

Call-ins must be supported by at least three members of the Council (Part 4E Section 16(c)(a)(i))

The call in form and supporting requests must be received by by 12 Noon on the third working day following the publication of the decision (Part 4E Section 16(c)(a)(iii)).

The form and/or supporting requests must be sent **EITHER** by email from a Councillor's email account (no signature required) to democratic.services@merton.gov.uk **OR** as a signed paper copy (Part 4E Section 16(c)(a)(iv)) to the Assistant Head of Democracy, 8th floor, Civic Centre, London Road, Morden SM4 5DX.

For further information or advice contact the Assistant Head of Democracy on 020 8545 3361

NON-KEY DECISION TAKEN BY AN OFFICER UNDER DELEGATED AUTHORITY

This form is provided for guidance only and provides a basic decision making framework which indicates the matters you should always take into account when making decisions. It is not intended to replace existing decision recording systems.

1. Subject

Direct Procurement of Solar PV through Pro5 Framework Contract 250

2. Decision maker

Ged Curran

3. Date of Decision

16 May 2014

4. Decision

To award a contract to the Mark Group for the installation of Photovoltaic panels under the terms and conditions as detailed in the Pro5 Framework Contract 250.

5. Reason for decision

The Mark Group were the winning tenderer under an OJUE compliant procurement exercise using suppliers on the Pro5 250 Micro-generation framework

6. Alternative options considered and why rejected

A number of alternative options were considered which are listed below:-

Do nothing /Business as usual - This option would see climate change capital directed towards other climate change projects such as the roll out of automated meter reading equipment of improvements to the fabric of buildings. These projects would reduce emissions and cut energy bills but they would not generate the same level of return on investment that would be achievable from the Feed in Tariff for the installation of solar panels.

Allow PV systems to be installed outside of a co-ordinated programme - This option would potentially create a risk that a number of smaller systems are installed, which would then result in larger more cost effective installations falling outside of the 25 system threshold for the higher FiT.

Direct Investment in PV – This is the preferred option which would generate revenue under the Feed in Tariff and reduce utility bills for a number of sites.

Direct investment in PV with internal energy sales (internal ESCO) This option would generate revenue under the Feed in Tariff and additionally via the sale of energy. Selling energy internally allows the Council a greater level of control over the potential utility savings and the level of revenue that could then be made available for other invest to save measures.

7. Documents relied on

Tender documents from the bidders

8. Declarations of Interest

If the decision maker has an interest it must be declared. Not all interests will preclude the decision maker from proceeding but failing to declare an interest could be a breach of the Staff Code of Conduct. Check with the Monitoring Officer or Head of Civic and Legal Services for further advice.

(Constitution Part 5B)

9. Maintenance of decision records

You should ensure that a proper record is kept of the decisions you make and that any statutory or corporate rules on data retention are observed.

LONDON BOROUGH OF MERTON

Mini Competition Document

Direct procurement of Solar PV through Pro5 Framework Contract 250

London Borough of Merton
Merton Civic Centre
Morden
London Road
Surrey
SM4 5DX

Jon Buick
Climate Change Projects Officer
Jon.Buick@merton.gov.uk

Michael Potter
Energy Administration Officer
Michael.potter@merton.gov.uk

This Agreement is entered into this 16 day of may 2014 between

The Parties:

1. The Mayor and Burgesses of the London Borough of Merton with offices at Merton Civic Centre, London Road, Morden, Surrey, SM4 5DX ("the Contracting Authority");

AND

2. Mark Group Limited a company registered in the UK under company number 01304470 whose registered office is at 70 Boston Road, Leicester LE4 1AW ("the Contractor")

The Parties hereby sign this Agreement and agree to be bound by the conditions therein in accordance with the terms and condition of the Pro5 Framework Contract 250

Signed on behalf of the
Mayor and Burgesses of the
London Borough of Merton By:

Name: Caroline Holland

Position: Director of Corporate Services

Email: caroline.holland@merton.gov.uk

Name: Ged Curran

Position: Chief Executive

Email: ged.curran@merton.gov.uk

Signed on Behalf of
Mark Group Limited

Nathan Vernon Snowden-Merrills
General Counsel
Mark Group Limited, 70 Boston Road
Beaumont Leys, Leicester LE4 1AW

Name: ~~Steven Darlington~~

Position: ~~Commercial Services Bid Manager~~

Email: ~~stephen.darlington@markgroup.co.uk~~

1. Background

1.1. London Borough of Merton (the Contracting Authority) is a borough in the south of London. We are responsible for over 160 sites across the borough including our schools. The London Borough of Merton is well known for being a pioneering local authority on environmental issues and its innovation in planning policy with the introduction of the 'Merton Rule'. We now have aspirations to achieve large carbon reductions across all of the council's estate. In 2011 the council started a large scale rollout of solar PV across a number of buildings with a view to reducing our carbon emissions and reducing our utility costs. Information about our existing systems is give bellow in table 1.

Table 1. The London Borough of Merton's Existing PV portfolio

Phase	Site Name	Address	Town	Post Code	System (kWp)	FiT Rate
PHASE 1	Corporate Archive	35-55 Amenity Way	Morden	SM4 4AX	25.38	32.9
	High Path Day Centre	63 High Path	Wimbledon	SW19 2JY	9.40	37.8
	Jan Malinowski Centre	114 Riverside Drive or Wandle Way	Mitcham	CR4 4NB	49.35	32.9
	Lavender Children's Centre	Tamworth Farm Recreation Ground	Micham	CR4 3LB	28.20	32.9
	Street Sweeping & Salt Store	63-69 Amenity Way	Morden	SM4 4AX	20.68	32.9
	Transport Offices & Workshop	15-33 Amenity Way,	Morden	SM4 4AX	24.44	32.9
Roof Lease	Benedict Primary School*	Church Road	Mitcham	CR4 3BQ	3.80	NA
Low Carbon Zone	Haselmere Primary School	Brooklands Court, Haslemere Avenue	Mitcham	CR4 3PQ	9.87	37.8
	Lonesome Primary School	Grove Road	Mitcham	CR4 1SD	9.87	37.8
PHASE 2	Beecholme School	Edgehill Road	Mitcham	CR4 2HZ	49.98	15.2
	William Morris School	Recreation Way	Mitcham	CR4 1PJ	49.98	15.2
	SMART Centre	Canterbury Road	Morden	SM4 6PX	12	15.2
	Merton Home Care				12	15.2

1.2. The Council will access the 'Pro 5 Micro Generation Technologies - Framework Contract 250 – Lot 1: London Area' for the totality of the requirement. The Terms & Conditions of the above named Framework will apply to the requirement.

1.3. The Council is using the 'Due North Pro-Contract E-tendering System' for the mini-competition. **All question responses and price information from contractors is required to be uploaded directly into the E-tendering System using the contractors own Word/PDF and Excel templates. Merton is not providing a suite of standard response templates. Posted paper copies of question responses and cost information are not permitted.**

2. Requirement

2.1. The requirement is for the provision, installation and Feed in Tariff (FiT) registration of solar photovoltaic panels. The council will be purchasing all elements of the requirement directly from the successful contractor, following the award of this contract with the possible exception of those services identified as 'optional' (3.1.1, 3.5.1, and 3.6.1)

2.2. The total contract value of this requirement will be up to maximum indicative value of £750,000 across the contract period. The indicative total contract value is comprised of initial purchase of a target value of £290k of panels and services for which funds have been identified. Followed by the potential for an additional purchases of up to £460k, depending on the availability of funds and future budgetary decisions. All installations will be dependant on the identification of suitable roof space on council owned sites(Appendix 1).

2.3. The solar panels will be installed on a number of council owned buildings and sites, a list of potential council sites for consideration are contained within the E-Tendering System (Appendix 1) along with scaled photo's with the intended sites circled in red.

2.4. For further information relating to the works, services and technical specifications please refer to sections 3, 4 & 5.

2.5. <u>Timetable:</u>

- Mini-competition document issued 1st of November 2013.
- Deadline for receipt of tenders – 17.00 on Thursday 28rd of November 2013.
- Award contract – Tuesday 3rd of December 2013.
- Project initiation meeting, Civic Centre Merton morning of the 6th of December 2013

- **All systems installed in the initial phase should be installed, fully commissioned and registered for the FiT by the 21st of March 2014**

3. Scope of Works & Services

The following sections (3, 4 & 5) describe the total elements the contractor is required to consider under the contract.

3.1. **Design and other services**:

- Electrical design of the solar PV system from modules to the point of connection within the building
- Mechanical design of the solar PV support framework
- Confirmation of structural loads and wind loading imposed by the solar PV system equipment and a structural assessment of building to ensure that the roof and its sub-structures are able to safely take the loads imposed by the PV system
- DNO[1] grid connection application and any associated charges for DNO witness testing or review of application.

3.1.1. Optional services

- Complete EPC certificates for chosen sites
- Undertake structural surveys of roofs to thoroughly assess their condition and suitability prior to the commencement of design

3.2. **Health and Safety**:

- Acting as principal contractor under CDM regulations 2007, including developing and maintaining health & safety plan
- Carrying out risk assessments and producing method statements for all activities for which the provider is responsible

3.3. **Site Facilities/ General Items**:

- Delivery of materials to site
- Provision of a safe working platform for external installation
- Provision of a safe working platform for internal installation, such as the provision of tower scaffolding or other internal access equipment

3.4. **Supply of materials and other equipment**:

- Solar PV modules
- Solar PV support framework, fasteners, fixings and any ballast required for self-weighting options
- DC cables, ties, connectors, isolators and junction boxes between solar PV modules and inverters
- Solar PV inverters
- Solar PV distribution board
- G59 protection relay

[1] Designated Network Operator

- AC cables, ties, isolators and junction boxes between inverters and point of connection into building's electrical system
- DC and AC cable containment - internal (cable route, cable tray, conduit, trunking etc)

3.5. **Installation**:

- Mechanical installation of PV modules/support framework
- Electrical installation of the PV system from the PV modules to the PV distribution board
- DC testing of strings of interconnected modules.
- Making cable penetrations and entries through structure for routing of PV cables
- Installation of lockable circuit breaker in the board chosen as the point of connection
- Connection of PV modules support / framework to any existing lightning protection system

3.5.1. Optional installation

- Installation of lightening protection

3.6. **Display and Monitoring**:

- Supply of kWh meter (ROC compliant) to monitor system output
- Supply of wall mounted public display (A4 sized liquid crystal display monitor or similar)
- Supply and installation of screened CAT5 data cable between inverters or kWh meter and wall-mounted display

3.6.1. Optional Display and Monitoring

- Set up of export metering for sites with systems over 30 kWp that have been fitted with an appropriate main fiscal meter.

3.7. **Testing, commissioning and handover**:

- Inspection and testing of AC circuits in accordance with BS7671
- Warning labels and laminated electrical schematics
- Final testing and commissioning of the completed PV installation
- Operation and maintenance manual (1 x hard copy, 1 x CD copy)

4. Technical specification

4.1. These components should be covered by this technical specification over the following area, with detailed specifications given bellow

- MCS accredited solar modules
- G83 / G59 approved inverters
- OFGEM approved generation meters
- Isolators
- Lightening Protection
- Frames

- Mounting kits and fixings and any ballast required for self-weighting options
- Electrical connectors
- Cabling and clips
- Monitoring systems
- And the storage and distribution of these and other associated items in accordance with project time lines.

4.2. System requirements

4.2.1. It defines a generic specification for equipment, which, if correctly incorporated into a system design, and well-installed, will provide optimal performance.

4.2.2. Some flexibility has been allowed in terms of number and size of modules and electrical configuration as these depend on roof geometry of the buildings listed in the sites short-list.

4.2.3. Simple, plug-together system components are specified in order to aid system installation, safety and maintenance.

4.2.4. All equipment must conform to the requirements of the Feed in Tariff Legislation and where appropriate must be certified under the Microgeneration Certification Scheme (MSC).

4.3. Installation deadline

4.3.1. **ALL SYSTEMS SHOULD BE INSTALLED AND FULLY COMMISSIONED BY THE 21st of March 2014**

4.4. PV modules

4.4.1. The modules shall:

- Be of silicon semiconductor type (either Monocrystalline, Polycrystalline or Amorphous).
- Be MSC approved
- Tested to IEC61215-2 by an accredited test laboratory
- Be safety tested to IEC61730 by an accredited test laboratory
- Be double-insulated by construction
- Be supplied with double-insulated, weather-proof flying lead cables
- Be supplied with purpose-designed, weather-proof and touch-proof terminations on both poles
- Have a rated output power tolerance of +10% / -5%, or tighter
- Have a power guarantee of at least 80% after 20 years
- Have a product guarantee of at least 5 years
- Supplied with a traceable serial number
- Be suitable/ready as a grid-connected system

4.5. ***Inverter specification***

4.5.1. The Inverter shall:

- Be pre-configured for connection to the UK grid and shall have a G83 / G59 type test certificate.
- Incorporate a display or indicators showing basic system status either incorporate a display showing instantaneous power and cumulative energy or be supplied with a remote monitoring device or both.
- incorporate a maximum power point tracker capable of operation with the above specified PV modules throughout all expected temperature and insolation ranges.
- Have an ingress protection rating of at least IP44 if mounted indoors, IP55 for outdoor mounting
- Have a Euro efficiency of over 95%.
- Have a product guarantee of at least 5 years

4.6. ***Mounting frame & Lightening Protection***

4.6.1. Any mounting frames shall conform with MIS3002

4.6.2. Any lightening protection provided shall meet the standard set in BS6651-1999

4.7. ***Monitoring Equipment and procedures***

4.7.1. Monitoring equipment shall:

- An approved generation meter must be supplied as per "MCS Metering Guidance" (www.microgenerationcertification.org),
- See additional information on monitoring specifications in section 5.

4.8. ***General***

4.8.1. All other parts of the system will:

- conform to the MCS guide; 'Guide to the installation of Photovoltaic Systems',2012
- All metering equipment must be compatible with the councils online emissions and energy monitoring platform (See section 5).
- All equipment shall be supplied new and undamaged
- All equipment shall be supplied with the manufacturers' installation instructions, user manual, O&M manual and guarantees.
- All panels that contain Amorphous silicone shall have their efficiency declared post Staebler-Wronski effect degradation.
- Conform to the Microgeneration Installation Standard: MIS3002

5. Compatibility with Merton's Online Emissions Monitoring Platform

5.1. Ensuring that monitoring of our PV arrays is carried out properly is very important to us. Therefore, the provider must provide us with and install the correct meter for the ongoing monitoring of the PV system.

5.2. Requirement for the installation of generation/ FIT meter: To install a pre-configured generation smart meter and SIM from the EDMI MK series of meters. The supplied meter should use an Orange SIM in the first instance. The meters and SIM's will be provided by Stark Software International Ltd and should be ordered directly through them. The meters will be provided to London Borough of Merton at pre-specified costs outlined bellow. To organise this the successful contractor should contact:

Alex Burke
Senior Account Manager
Stark Software International Ltd
Email: aburke@stark.co.uk
Tel: 01293 776747 ex 229
Mob: 07875 411285

The pre-specified costs of the smart meters are:

EDMI MK10 3ph meter £185.00

EDMI MK7 1ph meter £160.00

Postage and packaging: £18

5.3. Conditions

5.3.1. The provider must be competent to install the meter. If the provider requires training to ensure the correct installation of the meter then the provider will be liable for this cost. Stark Software international will provide this training if necessary. If the meter is installed incorrectly then the provider will be liable for any costs incurred by the customer ensuring the correct operation of the meter.

5.3.2. The PV provider will check that the appropriate signal strength is available at the meter and if there are any signal problems contact the below named contact and inform London Borough of Merton's named contacts at the beginning of this document.

5.3.3. The provider must liase with Stark Software International Ltd to ensure that the meter is working properly and providing data at the time of the meter installation.

5.3.4. The provider should also take into account, prior to the installation, the lead time for the provision of the meter. This will take approximately 2 weeks.

Evaluation Methodology

The evaluation of the mini-competition responses will be carried out in accordance with the Evaluation Methodology for 'Pro 5 Micro Generation Technologies - Framework Contract 250', as described in the relevant User Guide 'Issue No 1, August 2011'

The criteria and weightings are shown below:

Criteria	Weighting
Costs	60%
Quality	20%
Customer Service	10%
Technical Assistance & Installation	10%

The Score Standards that will apply to both qualitative and quantitative question responses are described in the table below:

Score (points)	Score Standards	
5	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
4	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
3	Acceptable Answer	Shows a basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
2	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
1	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	No answer Given	

7. Questions Requiring a Response

Contractors participating in the mini-competition are required to respond to the questions below **HOWEVER, as per 1.3 above, contractors are required to upload their question responses and price information directly into the E-tendering system using their own Word/PDF and Excel templates. Merton is not providing a suite of standard response templates. Answers should not exceed one Excel file per question or two A4 pages of 12 pnt text.**

PLEASE NOTE: Posted paper copies of question responses and cost information are not permitted.

The weighting of each section is shown against the heading. The weighting of each question within a section is shown against each question. The weightings against each question adds up to 100% of the weighting of each section.

7.1 Cost (weighting 60%)

IMPORTANT – Tenders are required to read Section 8 (Assumptions) of this document before submitting their prices.

Q1)
What is the installed cost for a 50kWp system on a flat roof in Merton. Please provide a breakdown of the installed cost according to the scope of works described in Section 3, 4 & 5 broken down under the following headings (weighting 16%)

Required	PV modules
Required	Inverters
Required	Mounting system
Required	Electrical cabling
Required	STARK Generation Metre
Required	Installation Labour
Required	Public display
Required	Design
Required	Management
Required	System registration with FiT Agent
Required	Other (please detail)
LBM Optional	Lightening Protection
LBM Optional	EPC
LBM Optional	Structural surveys

Q2a)
Assuming optimum orientation and no shading, provide a detailed description of the methodology used to calculate the installed cost per kWh (based on the installation cost given in Q1) for the energy generated from the system.

- Year 1 (weighting 6%)

Q2b)
Assuming optimum orientation and no shading, provide a detailed description of the methodology used to calculate the installed cost per kWh (based on the installation cost given in Q1) for the energy generated from the system.

- Year 10 (weighting 10%)

Q3)What is the installed cost for a 50kWp system on a pitched roof (45 degrees) on a 2 storey tiled roof in Merton. Please provide a breakdown of the installation cost according to the scope of works described in 3, 4 & 5 broken down under the following headings: (weighting 16%)

Required	PV modules
Required	Inverters
Required	Mounting system
Required	Electrical cabling
Required	STARK Generation Metre
Required	Installation Labour
Required	Public display
Required	Design
Required	Management
Required	System registration with FiT Agent
Required	Other (please detail)
LBM Optional	Lightening Protection
LBM Optional	EPC
LBM Optional	Structural surveys

Q4a)
Assuming optimum (south facing) orientation at 45 degrees, and no shading, provide a detailed description of the methodology used to calculate the installed cost per kWh (based on the installation costs given in Q3) for the energy generated from the system.

- Year 1 (weighting 6%)

Q4b)
Assuming optimum (south facing) orientation at 45 degrees, and no shading, provide a detailed description of the methodology used to calculate the installed cost per kWh (based on the installation cost given in Q3) for the energy generated from the system.

- Year 10 (weighting 10%)

Q5)
What is the installed cost for a 50kWp system on a pitched (20 degrees) one storey metal clad constructed roof in Merton. Please provide a breakdown of the installation cost according to the scope of works described in 3, 4 & 5 broken down under the following headings: (weighting 16%)

Required	PV modules
Required	Inverters
Required	Mounting system
Required	Electrical cabling
Required	STARK Generation Metre
Required	Installation Labour
Required	Public display
Required	Design
Required	Management
Required	system registration with FiT Agent
Required	Other (please detail)
LBM Optional	Lightening Protection
LBM Optional	EPC
LBM Optional	Structural surveys

Q6a)
Assuming optimum orientation and no shading, provide a detailed description of the methodology used to calculate the installed cost per kWh (based on the installation cost given in Q5) for the energy generated from the system.

- Year 1 (weighting 6%)

Q6b)
Assuming optimum (south facing) orientation at 20 degrees, and no shading, provide a detailed description of the methodology used to calculate the installed cost per kWh (based on the installation cost given in Q5) for the energy generated from the system.

- Year 10 (weighting 10%)

Q7)
Based on the installation cost provided in Q1, Q3 and Q5 please provide us with the cost and a description of your methodology for the recalculation of the installation costs based on a requirement to undertake all works outside of normal school hours (e.g. No work permitted between 9am and 4pm, Monday to Friday). (weighting 4%).

Q8)
For the system described in question 5, what is the cost per kWp for a maintenance contract that covers repairs and cleaning of the system? How often would the cleaning of the panels occur? (Information only – Question not marked)

7.2 Quality (weighting 20%)

Q9)
Following a project inception meeting on the 6th of December 2013, when would you be able to complete structural and electrical surveys for six of the buildings listed in Appendix 1.
(weighting 10%)

Q10)
It is Merton's intention to include school sites in the installation. Are the required background checks (e.g. CRB checks and procedures in place that will allow your staff (and subcontractors) to work in schools?
(weighting 16%).

Q11)
Equipment should be fully installed and commissioned by 21st of March 2014. How will you achieve this? Please provide a programme/project management plan that shows the estimated project length from full feasibility survey to the final installed product? Please include timescales for achieving the following actions:

- Site surveys
- Electrical surveys
- Feasibility report
- Builders drawings
- Electrical drawings
- Health and Safety documentation
- Procurement of:
  - Modules
  - Inverters
  - Mounting system
  - Meters
  - Cabling and accessories
- Installation
- System registration with FiT agent

(weighting 50%).

Q12)
What is your procedure for risk assessment? (weighting 16%)

Q13)
What quality assurance accreditation do you hold? e.g. ISO, BSI, (Unmarked Question).

Q14)
How would you apply the quality assurance accreditation outlined in question Q13, throughout the implementation of the project including how your quality policies are applied to the products, management of the project and in dealing with unsatisfactory work? (weighting 8%)

7.3 Customer Service (weighting 10%)

Q15)
Does your company use subcontractors to undertake any elements of the design and installation of the PV systems? If so how do you ensure the quality of customer service is maintained? (weighting 20%)

Q16)
How will your project manager keep the Merton team informed about the project? What will he/she provide to us? (weighting 40%)

Q17)
Please provide details of your complaints procedure. (weighting 40%)

7.4 Technical Assistance and Installation (weighting 10%)

Q18)
Please undertake a desktop assessment of the buildings list provided in order to estimate the maximum total possible combined installed kWp that Merton could purchase for an initial investment of £290k, and provide a breakdown of the installed capacity and costs of installations that you would use to achieve this kWp total. Please provide a breakdown of the installed capacity and cost for each site chosen (weighting 40%).

Q19)
Please undertake a desktop assessment of the buildings list provided in order to estimate the total possible combined installed kWp that Merton could purchase for an initial investment of £750k, and provide a breakdown of the installed capacity and costs list of installations that you would use to achieve this kWp total. Please provide a breakdown of the installed capacity and cost for each site chosen (weighting 40%).

Q20)
Please provide us with a description of your methodology used to determine the answers given in section Q18 and Q19 above (weighting 10%).

Q21)
What is the normal lead time to source all parts for the PV array from point of ordering? (weighting 6%).

Q22)
Please specify what technical assistance will be available on the PV systems for the lifetime of the product? (weighting 2%)

Q23)
Are there any innovative extras that you can provide as part of installations? (weighting 2%)

Important Assumptions When Costing/Pricing the Requirement.

8.1 Tenderers are required to compose a Word document and/or Excel document (as appropriate) to respond to the sections of this document.

8.2 For questions Q2, Q4 and Q6 you must assume the following conditions:

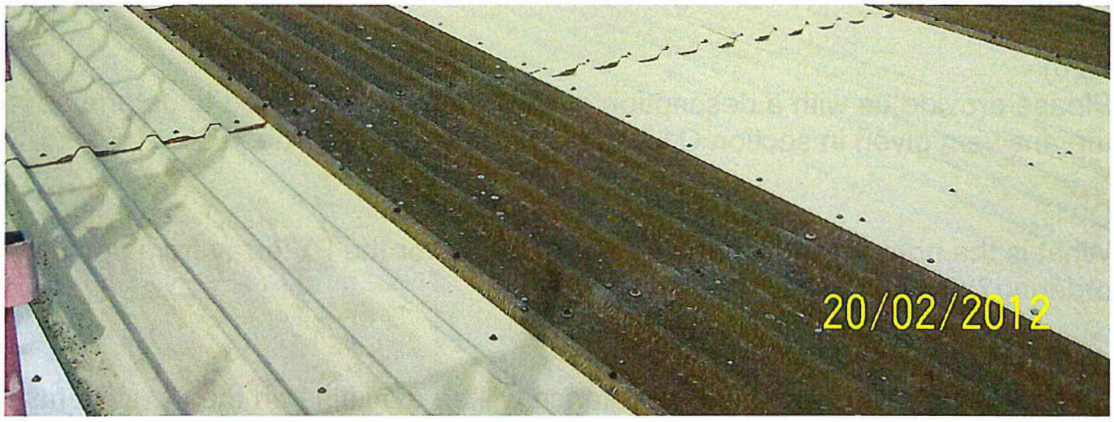
1. Due south orientation
2. No shading
3. Residual loses of 20% (80% retained)
4. Annual solar irradiation of 850 kWh/kWp/yr.

8.3 For questions 1-7 the roofs should be assumed to be of the following design:

8.4

Flat roof:

Metal clad roof:



Tiled roof

8.5 For question Q9 assume that each of the 6 buildings chosen are suitable to house a 50kWp system.

8.6 For question Q11 assume that the council will respond within 1 working day for sign off and approval of designs, procedures and reports

8.7 For question Q18 and Q19 the approximate total installed cost should be provided for each of the buildings based upon a desktop survey of the full range of buildings (See buildings list). Ignore all potential shading issues and assume that all buildings are 2 storeys high and no out of hours work is required.

8.8 It is a requirement of this contract that contractors declare any and all additional costs for completing the project. These costs must be clearly identified upfront in the contractors pricing response.

ENDS